



The Human Resources Division is located in Town Hall and is responsible for the recruitment, selection, training and recognition of employees, classification and compensation management, benefits and workers compensation administration and employee relations. The Human Resources Manager is a strategic member of the Town's management team and partners with Department Heads to develop policies and practices that support the mission of City Council.

The Town of Colma is an Equal Opportunity Employer. We do not discriminate on the basis of any legally protected characteristic including race, religion, color, sex, age, ancestry, national origin, creed, marital status, pregnancy, childbirth, sexual orientation, medical condition and/or disability.

Please check our Human Resources Forms section using the link to the left for commonly requested information, or simply click [here](#).

### **How do I apply for a job with the Town of Colma?**

Job openings are announced via:

- Town's website
- LiveWire (Town newsletter)
- Job Hotline – 650.737.8110
- Professional websites, publications and journals ie: Jobs Available, CalJobs, Craigslist

Recruitment brochures and Town employment applications are available at Town facilities including Town Hall, Sterling Park and the Community Center. Employment applications may be downloaded from our website or you may call 650.997.8300 to have one mailed to you. Applications can not be completed on-line. A completed Town application must be received by the published deadline to be considered for employment.

**General Information** Human Resources Business Hours

1198 El Camino Real  
Monday-Friday 8:00 am - 5:00 pm

Colma, CA 94080

650.997.8306

650.997.8308 (fax)

Email: [hr@colma.ca.gov](mailto:hr@colma.ca.gov)

### Staff Directory

| <u>Name</u>                   | <u>Phone Number</u>     | <u>Email Address</u> |
|-------------------------------|-------------------------|----------------------|
| Lori Burns                    |                         |                      |
| Human Resources Manager       |                         |                      |
| 650.997.8306                  | lori.burns@colma.ca.gov |                      |
| Christina Acosta              |                         |                      |
| Administrative Technician     |                         |                      |
| 650.997.8303                  |                         |                      |
| christina.acosta@colma.ca.gov |                         |                      |